

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LIBRARY ASSISTANT

JOB DESCRIPTION

Employees in this class series perform and oversee a variety of office support assignments in state or departmental libraries, where filing, retrieving, dispensing and distribution of information, data and library materials is an essential and/or substantial part of the work. Employees also provide assistance to patrons of the library.

There are four classification levels in this job.

Position Code Title – LIBRARY ASSISTANT-E

Library Assistant 5

This is the entry level. The employee performs a range of office support tasks under close supervision while learning the methods, processes and procedures of the work.

Library Assistant 6

This is the intermediate level. There are two concepts at this level: The employee either performs a limited range of office support assignments in accordance with well-defined instructions and guidelines, or the employee performs a range of office support assignments in a developing capacity.

Library Assistant E7

This is the experienced level. The employee performs a full range of office support assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title – LIBRARY ASSISTANT-A

Library Assistant 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees progress through the series to the experienced level based on satisfactory performance and possession of the required experience. However, positions performing a limited range of duties may not progress beyond the intermediate level.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

LIBRARY ASSISTANT

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position are included, nor is it expected that all positions will be assigned every duty.

Checks out and receives materials from patrons.

Retrieves, shelves and distributes books and other materials.

Provides information requested by patrons in person, over the telephone, in writing or by e-mail.

Prepares materials for use, including stamping documents, inserting security strips, and writing call numbers on the materials.

Sets up, operates, and performs basic maintenance and repair of audio-visual and other library equipment and accessories.

Prepares text materials for binding.

Constructs covers/holders for oversized books, maps, and other items.

Sorts and files documents and correspondence.

Answers telephones, takes messages, directs or routes callers and visitors.

May train volunteer and/or student workers.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Library Assistant E7 and 8

Interprets and applies instructions and guidelines in order to resolve work related problems.

Library Assistant 8 (Senior Worker)

Handles the most complex and difficult assignments in the work area.

Library Assistant 8 (Lead Worker)

Coordinates the work of the unit by determining priorities, scheduling, assigning, explaining work, and overseeing the completion of the work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and proper completion and monitoring output.

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JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the 5 and 6 levels; however, considerable knowledge is required at the E7 level, and thorough knowledge is required at the 8 level.

Knowledge of filing, record keeping and organization methods.

Knowledge of correct English usage, spelling and punctuation.

Knowledge of general office practices.

Ability to understand and carry out instructions.

Ability to assemble material quickly and efficiently.

Ability to alphabetize, numerically rank, sort, and batch documents and materials.

Ability to communicate effectively.

Additional Knowledge And Abilities

Library Assistant 6, E7 and 8

Knowledge of library methods, materials, and organization.

Knowledge of the methods of classifying, cataloging, and shelf-listing books.

Knowledge of card catalogs, indexes and other reference material used in the library.

Ability to operate audio-visual equipment and other equipment used in the work.

Working Conditions

None.

Physical Requirements

None.

Education

Knowledge and skills typically acquired through completion of high school.

Experience

Library Assistant 5

No specific type or amount of experience is required.

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Library Assistant 6

One year of experience as a library assistant.

Library Assistant E7

Two years of experience as a library assistant.

Library Assistant 8

Two years of experience equivalent to a Library Assistant 6.

Special Requirements, Licenses, and Certifications

NOTE: The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LIBAAST

Job Code Description

LIBRARY ASSISTANT

Position Title

LIBRARY ASSISTANT-E

LIBRARY ASSISTANT-A

Position Code

LIBASTE

LIBASTA

Pay Schedule

W41-002

W41-009

ECP Group 1
9/4/2001
MDCS/JPA